



**The Cahoon Museum of American Art
Job Description – Development Assistant**

Title: Development Assistant

Reports to: Director

General Summary:

As part of a small, highly engaged development team, the Development Assistant supports the Cahoon Museum’s fundraising and membership programs that advance the Museum’s mission. The Development Assistant will handle a variety of tasks related to donor stewardship, including providing essential database support by updating and maintaining donor history files in Altru, tracking donor stewardship and new donor development efforts, and conducting donor research. This position will support special events by assisting with event attendee registration, setting up, working at, and breaking down events. A bachelor’s degree and two to five years of administrative support experience are required. Experience with data entry and data management; strong writing, analytic, and research skills; detail-oriented and highly organized with ability to manage multiple projects; interest in and desire to learn how to become an impactful development professional; work collaboratively within a team environment and independently, as required; ability to work well with diverse constituents, including donors, staff, volunteers, Board of Trustees, the general public, and representatives of public and private organizations; proficiency in Microsoft office and Raiser’s Edge or Altru required. Interest in the arts and the museum’s mission, a plus. Please send a cover letter and resume to: employment@cahoonmuseum.org.

Essential Functions:

Assist with the implementation of the Development Plan that incorporates a range of strategies including major donor stewardship and acquisition, grants, corporate and individual appeals, events and more.

- Update and maintain donor history files in Altru database; responsible for data integrity through proper use of actions, appeals, and codes
- Generate development reports or analysis from Altru
- Conduct research to build prospect lists and reports on donors and donor prospects including individuals, foundations and corporations; conduct donor and attendee research before donor visits and special fundraising events
- Track event attendance, RSVPs and other contacts
- Assist with scheduling donor activities and work with the team to ensure effective post meeting/event follow-up to support the cultivation of ongoing relationships

- Support special events by assisting with event attendee registration, setting up, working at, and breaking down events.
- Assist with grant research and preparation
- Works with development team to ensure timely recognition of donors
- Helps prepare development and donor recognition materials
- Solicits and manages items for raffles from various sources
- Provide administrative support to director
- Attends staff meetings and trainings

Requirements:

The following are essential requirements:

- A bachelor's degree
- Two to five years of administrative support experience
- Experience with data entry and data management, Raiser's Edge or Altru preferred
- Strong writing, analytic, and research skills
- Detail-oriented and highly organized with ability to manage multiple projects
- An interest in conducting donor research
- Interest in and desire to learn how to become an impactful development professional
- Ability to meet deadlines
- Proactively anticipate and prioritize team needs
- Works collaboratively within a team environment and independently, as required
- Ability to work well with diverse constituents, including donors, staff, volunteers, Board of Directors, the general public, and a variety of representatives of public and private organizations
- Ability to maintain a high level of confidentiality
- Proficiency in Microsoft Word, Excel, and PowerPoint; Altru a plus
- Interest in the arts and the museum's mission a plus

Cahoon Museum of American Art
 4676 Falmouth Road, P.O. Box 1853, Cotuit MA 02635
www.cahoonmuseum.org